

Northern Region Practice Improvement Plan 2015

In an effort to improve practice and increase our scores in Long Term View, Northern Region will implement the following plan. Our plan includes Support Staff, Workers, Supervisors and Child Welfare Administrators.

Northern Region has developed an approved agenda for Child and Family Team Meetings that will be used on every case. Support Staff Supervisors will ensure that their Support Staff are trained on taking notes for the CFTM's and how to enter them in SAFE. They will use the agenda approved by Region Administration. Support Staff Supervisors will report to the Practice Improvement Coordinator that the training has been complete with all of their staff.

The Agenda prompts workers to address the LTV in every CFTM. It also provides time to discuss both the Primary and Concurrent Goal. This will help the Caseworker guide the discussion and prepare a plan that will address the goals of the case.

Caseworkers will focus on composition of the Child and Family Teams on all of their cases. Northern Region believes that if there is a sufficient team, it bolsters practice in other areas such as the Long Term View.

Northern Region has implemented the use of a Child and Family Plan worksheet. This worksheet addresses many things, but most importantly the Long Term View. Caseworkers will use this worksheet on every case.

Caseworkers will also be required to use the Agenda that has been approved by Region Administration on every case.

Caseworkers will also report to their Supervisor on a Monthly basis, the composition of the Child and Family Team as well as the LTV on all of their cases.

Supervisors will staff with their caseworkers on a monthly basis. They will prompt the caseworkers to make sure that both the Primary Goal and the Concurrent Goal are well thought out and planned. They will also address the Long Term View in every staffing.

Supervisors will monitor the use and the content of the Child and Family Plan Worksheet and the Agenda during completion of the Supervisor's Finishing Touches.

Supervisors will report their monthly staffings to the Practice Improvement Coordinator, Nancy Barowski.

Child Welfare Administrators will help in the quality assurance process as well. They are responsible to spot check 1 case per team per month, specifically looking at the Child and Family Team Meeting Composition as well as the Long Term View. This information will also be forwarded to the Region Practice Improvement Coordinator.

Northern Region believes that we can be successful in this endeavor by including everyone in our efforts to increase Long Term View.

Copies of the Child and Family Plan Worksheet as well as the Agenda approved by Region Administration are attached with this plan.

Responsible Party	No. Region Practice Improvement Plan 2015	Due Date
Support Staff	Support Staff Supervisors will ensure that their staff are trained on taking notes for CFTM's and how to enter them in SAFE. <ul style="list-style-type: none"> Support Staff will use the Agenda approved by Region Administration 	July 31, 2015
Caseworker	Caseworkers will focus on composition of Child and Family Teams. <ul style="list-style-type: none"> Caseworkers will use the CFP worksheet as a guide in planning the CFTM. Caseworkers will use the Agenda approved by Region Administration. Report to Supervisor MONTHLY. 	Monthly
Supervisor	Supervisors will staff with their caseworkers on a monthly basis. <ul style="list-style-type: none"> Monitor use of CFP Worksheet during completion of SFT. Report to Region Practice Improvement Coordinator how many caseworkers are using CFP Worksheet. Report to Region Practice Improvement Coordinator when Monthly Staffings occurred. 	Report due to CWA by the 15 th of each month for the previous month. July 31, 2015
Administration	CWA will spot check 1 case per team per month and specifically look at Child and Family Team Meeting composition and Long Term View. This information will be forwarded on to the Practice Improvement Coordinator.	Monthly by the 15 th for the previous month.
Regional Practice Improvement Coordinator	The Regional PIC will send regional data regarding the PIP to the state Practice Improvement Team on a quarterly Basis.	Quarterly

Child and Family Team Meeting Agenda

[Enter Family Name]

[Enter Date]

- Introductions (Purpose)
- Input from members not present:
- Long Term View (What does enduring safety and permanency look like and how do we get there?)
- Primary Goal and Concurrent Goal: (Ensure that everyone understands “plan A and plan B”. Fully develop plan B so that in the event we switch to this plan, we are ready to go.)
- Purpose of the Meeting
- Strengths of the Family/Protective Factors
- Include specific topics of discussion. (Examples could include: kinship, placement issues, permanency, services, progress or lack of progress on Child and Family Plan, upcoming transitions, results of UFACET etc.)
- TAL
- Visitation
- Families Concerns or questions.
- Next Court Date
- Set Next CFTM Date/Go over Assignments

Common Themes:

A simple 2 to 3 sentence statement identifying the common issues present throughout any formal (CANS, SDM, MHA's, etc) or informal assessments (observation) . Once identified, what impact does this have on the child(ren). This is not a list of services.

Team Meeting Minutes:

Any team member should be able to look at the minutes for the team meeting and understand the process of creating/updating the plan, who was involved, and who is responsible for each item. A simple statement of "the plan was discussed" is insufficient. Nothing should be in the plan that wasn't discussed with the team.

Goals:

A simple 3 to 4 sentence statement identifying the primary and concurrent goal the team identified and the reasons the team feels those are the best options. It is important that names be identified for both the primary and concurrent goals. Remember: steps and services listed elsewhere.

Strengths:

A paragraph that explains the identified strengths of each family member that will help them achieve their desired results.

Enduring Safety and Permanency Statement:

This is a statement of the shared view among the team. Provide a one to two sentence response to each of the following questions:

1. Where are we?
2. Where are we going? (destination)
3. How do we get there? (path)
4. What's the concurrent plan?

This will be a brief summary of the child and family's plan.

Desired Results:

Each desired result is a statement of where the family sees themselves once they've completed the needed services. Desired results are in:

1. Present tense
2. The family's voice
3. Reflects the child
4. Positive language

Desired results are not steps, services, negative, or written solely by the caseworker without family input.

Steps:

The specific services the family will complete in order to achieve the desired result. Steps should include who, what, when, where, and how as determined by the child and family team. This part of the plan changes the most frequently based on case movement.

